




INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**TO:** Adult Education Consortia Partners

**FROM:** Gina DelSanto, Ph.D.   
Senior Deputy Commissioner, Policy, Education and Training

**DATE:** January 12, 2012

**SUBJECT:** DWD Policy 2011-06  
Adult Education Funding

**Purpose**

This policy provides an overview of funding for the adult education system.

**Rescission**

N/A.

**Content**

The Department of Workforce Development (DWD), Division of Adult Education leverages several resources to ensure delivery of foundational skills development, career pathways, and academic and career counseling services to adults and out-of-school youth for the purposes of employment, reemployment, or enhanced employment. Adult education (AE) regional consortia delivering these services are supported by funds from the federal Workforce Investment Act (WIA), Title I and Title II, and state funds.

Governor's Discretionary Funds—Workforce Investment Act (WIA) Title I

At the request of the DWD, the State Workforce Innovation Council (SWIC) allocated money from the governor's discretionary funds to support career certification (CC) programs for clients who are co-enrolled in AE and WIA. These funds will be distributed to CC program providers in the form of vouchers. For more information on CC programs and vouchers, please reference the Adult Education Training Program Statement of Work (SOW).

Adult Education Funds—WIA Title II and State Funds

DWD allocates state and federal funds to AE regional consortia based on a funding formula that compares a region's productivity index (enrollees/UI claimants lacking a secondary diploma or GED) to a similarly calculated state productivity index. Regions, through their collective AE programs, must earn the allocation through achievement of student-learning performance

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reimbursements as described in Attachment A. The first 85 percent of a region's allocation shall be granted as guaranteed funds. To be eligible for the additional 15 percent, the region as a whole must "earn" the 85 percent in outcomes.

#### *Program Year Budget Requirements*

Each fiscal agent in a consortium must submit a line item budget detailing planned expenditures for its share of the entire regional allocation for both the guaranteed 85 percent and the 15 percent performance funding. All proposed instructional and non-instructional expenditures should be included. Non-instructional costs should be limited to 10 percent of the federal request per year. If more than 10 percent is needed to operate the program effectively, regions may request a waiver for up to 15 percent for non-instructional costs. Instructional and non-instructional costs are listed in Attachment B.

#### *Budget Modification*

A budget modification is required if the grantee desires to re-budget funds in the approved budget where the adjustment to a cost category is (+) or (-) 10 percent of the total budget amount. Requests for budget modifications must be submitted to DWD and approved before budget modifications are made.

#### *Procedures for Expenditure Reimbursement*

Individual programs will be reimbursed for actual expenditures by completing a reimbursement form and electronically submitting it to the DWD Finance Division. Programs may report expenditures for reimbursement at the end of each month but must report expenditures to DWD at least quarterly. Both instructional and non-instructional expenditures may be reimbursed.

#### *Maintenance of Effort*

The Maintenance of Effort (MOE) requirements in the Adult Education and Family Literacy Act (AEFLA), Title II of the Workforce Investment Act (WIA—P.L.105-220) require states to maintain their state and local financial commitment to adult education. In general, Indiana's non-federal funds, which comprise state, local, and Department of Correction (DOC) funds, may not be reduced from year to year.

Indiana's budgeted adult education state funds meet the state's MOE requirement. The total local MOE requirement is allocated to the regions based on each region's percentage of federal funds. As such, regions with a larger federal allocation have a larger MOE requirement.

#### *Revocation and Recovery of Funds*

DWD has the discretion to revoke a grant award for an AE region or provider as outlined in the Program Improvement Policy (DWD Policy 2011-11).

#### Adult Education Program Tuition and Fees

##### *Tuition*

An Indiana student who is eligible to be counted as enrolled for purposes of reimbursement in a state-approved adult education program shall not be charged tuition.

##### *Fees*

**Fees charged for participation in an adult education program are generally not permissible.** Participants may be charged fees for learning activities, services, and/or materials.

Permissible fees include textbook rental fees, refundable deposits for books or materials used for review outside of the classroom, and childcare. The DWD encourages programs to establish a fee policy that sets fee requirements. Any fees must be necessary and reasonable and must not impose a barrier to the participation of disadvantaged persons that the program was designed to serve.

*Program Income Requirements*

Programs choosing to assess fees must reinvest these funds in the adult education program before requesting additional grant money for the same activity in accordance with 34 CFR 80.21(f). Additionally, all income from fees must be spent during the same program year. DWD requires programs to report fees and how these funds were reinvested in adult education. Any fees charged may not be applied towards Maintenance of Effort requirements.

**Effective Date**

Immediately

**Ending Date**

Upon rescission

**Ownership**

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**Action**

Indiana's adult education system will follow the guidance contained in this policy.

# Attachment A Reimbursement Schedule

## Adult Education Reimbursement Schedule for ABE/ASE/ESL

Effective: July 1, 2011 to June 30, 2012

Revision Date: 12.12.11



**Transition to Postsecondary Reimbursement (Goal must be set for program to earn reimbursement)**  
**Time Start:** The first calendar day after official enrollment or last earned reimbursement.  
**Time Stop:** The student's last calendar day of attendance before earning passing Compass scores (Reading 80+, Writing 70+ & Alg. 35+) or Accuplacer scores (Reading 89+, Writing 80+, & Alg. 53+).

Time	<6 Weeks	6-8 Weeks	>8 Weeks
Amount	\$400	\$300	\$200

**GED Attainment Reimbursement (Goal must be set for program to earn reimbursement)**  
**Time Start:** The first calendar day after official enrollment or last earned reimbursement.  
**Time Stop:** The student's last calendar day of attendance before the student passes the exam.

Time	<6 Weeks	6-8 Weeks	>8 Weeks
Amount	\$400	\$300	\$200

**9-10.9+ (Low ASE) Reimbursement**  
**Time Start:** The first calendar day after official enrollment or last earned reimbursement.  
**Time Stop:** The calendar day the student posttests above 10.9.

Time	<6 Weeks	6-8 Weeks	>8 Weeks
Amount	\$400	\$300	\$200

**6-8.9+ (High Int. ABE) Reimbursement**  
**Time Start:** The first calendar day after official enrollment or last earned reimbursement.  
**Time Stop:** The calendar day the student posttests above 8.9.

Time	<22 weeks	22-24 weeks	>24 weeks
Amount	\$585	\$450	\$315

**E-5.9+ (Bundled Low ABE) Reimbursement**  
**Time Start:** The first calendar day after official enrollment or last earned reimbursement.  
**Time Stop:** The calendar day the student posttests above 5.9.

Time	<22 weeks	22-24 weeks	>24 weeks
Amount	\$585	\$450	\$315

**ESL Reimbursement #2**  
**Time Start:** The first calendar day after official enrollment or last earned reimbursement.  
**Time Stop:** The calendar day the student posttests above NRS ESL Level 4 in reading, writing, or both  
OR above NRS ESL Level 5 in Listening.

Calendar Weeks	<22 weeks	22-24 weeks	>24 weeks
Amount	\$650	\$500	\$350

**ESL Reimbursement #1**  
**Time Start:** The first calendar day after official enrollment.  
**Time Stop:** The calendar day the student posttests above NRS ESL Level 3 in reading, writing, or both  
OR above NRS ESL Level 4 in Listening.

Calendar Weeks	<22 weeks	22-24 weeks	>24 weeks
Amount	\$650	\$500	\$350

<b>Enrollment Reimbursement</b>	
Attendance Weeks	1-2 weeks
Amount	\$60

\*If a student skips a level, the program will receive reimbursement for the lower level based on actual instructional weeks and the maximum reimbursement for the level(s) skipped.

**Note:** DWD discourages the practice of a student sitting for the GED Tests before that student has tested ABOVE the 10.9 level, i.e. into ASE High.

**Attachment B**  
**Instructional and Non-Instructional Costs**

**INSTRUCTIONAL COSTS**

Instructional costs include salaries or other expenses directly related to the following:

- Adult basic education instruction
- Activities related to outreach, intake, assessment, counseling, and follow-up services for adult learners
- Curriculum development
- Operation and maintenance related to the upkeep of equipment and facilities used by the program for instruction and related services
- Child care services

**NON-INSTRUCTIONAL COSTS**

Non-instructional costs should be limited to 10 percent of the federal request per year. If more than 10 percent is needed to operate the program effectively, regions may request a waiver for up to 15 percent for non-instructional costs. The following are non-instructional costs:

- Administrative and secretarial salaries and other administrative expenses
- Professional development activities
- Volunteer recruitment, training, and supervision
- Data-entry and record-keeping of program statistics and fiscal reports
- Audit fees
- Indirect costs
- Any other expenses that do not directly pay for instruction and student support services

**NON-ALLOWABLE COSTS**

The following are disallowed federal expenses:

- Food (except for child care snacks)
- Rent (except where applicant can document that all efforts to obtain rent-free facilities have been denied)
- In-family literacy programs, salaries of teachers other than adult educators; and
- GED examiner, testing, and GED test fees